

INDIANA CIVIL RIGHTS COMMISSION

Job #: **258-01**

Division: Programs and Grants

Location: Downtown Indianapolis, Indiana

Job Duties: The incumbent will participate in committee activities work in the organization of projects and events for the Indiana Civil Rights Commission. The incumbent will assist in the scheduling and research of educational programs and activities. The incumbent will provide assistance in the compiling and cataloging of all information for the ICRC special projects, educational activities, even planning and contract data entry.

- ✓ Coordinate and research information for educational activities, grant projects and special events;
- ✓ Coordinate communications among executive staff regarding upcoming events and information;
- ✓ Assist the Program Director E7 and the Educational Program Coordinator in all areas of administrative support to effectively coordinate grant activities;
- ✓ Computer skills are required to operate the PC and various software programs;
- ✓ Monitor overall grant requests to ensure that the agency is in compliance;
- ✓ Assist in gathering data to submit monthly, quarterly and end of the year reports;
- ✓ Maintain accurate documentation of all grant and educational activities;
- ✓ Attend scheduled meetings;
- ✓ Perform other duties as assigned.

Minimum Qualifications:

- ✓ Working knowledge of the ICRC's processes, procedure and deadlines.
- ✓ Basic knowledge of the ICRC's terminology, rules and policies.
- ✓ Basic knowledge of programs and activities of the office and the ability to apply such knowledge to pertinent situations.
- ✓ Ability to prepare and type correspondence, reports of a technical and specialized nature and respond to requests for information.
- ✓ Perform moderately complex and varied tasks following established procedures and practices.

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INDIANA CIVIL RIGHTS COMMISSION

Job #: **258-02**

Division: Programs and Grants

Location: Downtown Indianapolis, Indiana

Job Duties: The incumbent will participate in committee activities, and work in the organization of projects and events for the Indiana Civil Rights Commission. The incumbent will assist in the Program Director of Special Projects with compiling the comprehensive catalog of community programs throughout the State of Indiana that promote race relations and diversity. Ensure that agency goals and objectives is carried out.

- ✓ Maintain accurate research records for each best practice submitted to the ICRC;
- ✓ Keep a information regarding each best practice in a database file for future updates, additions and removals.
- ✓ Contact each best practice for updates, additions and removals;
- ✓ Accurately report to the Deputy Director, Program Director E7 any information or assistance needed in maintaining the best practice information;
- ✓ Occasionally visit the best practice sites to observe the programs that are available to the community;
- ✓ Computer skills are required to operate the PC and various software programs;
- ✓ Typing and editing the best practices summary sheets for inclusion in the supplement;
- ✓ Attend scheduled meetings;
- ✓ Perform other duties as assigned.

Minimum Qualifications:

- ✓ Working knowledge of the ICRC's processes, procedure and deadlines.
- ✓ Basic knowledge of the ICRC's terminology, rules and policies.
- ✓ Basic knowledge of programs, activities of the office and the ability to apply these to pertinent situations.
- ✓ Ability to prepare and type correspondence, and edit reports of a technical and specialized nature.
- ✓ Perform moderately complex and varied tasks following established procedures and practices.
